

Suggested Work Plan Format Including Evaluation

- Please Note: This example does not list individuals or staff positions responsible for gathering data (Box 8), responsible for accomplishing the objective (Box 9), and responsible for accomplishing the activity (Box 11). This is very important information that you need to complete for your particular work plan.
- As the objectives in this work plan are time phased, specific dates for each activity are not required (Box 12). However, setting target dates for activity completion will help you in planning your program.

1. American Lung Association (ALA) Local Affiliate
Asthma

2. Priority:

3. Goal I: Implement the Comprehensive Asthma Management Plan (CAMP) initiative in pilot schools as a model for an asthma-friendly environment where children can learn.			
4. Objective 1: By the end of the first quarter for FY1, pilot sites will develop a CAMP implementation plan.			
5. Rationale for objective: An implementation plan will allow sites to implement CAMP in a logical, timely fashion and facilitate cooperation and support among the key stakeholders.			
6. Measures of accomplishment a. CAMP implementation plan developed	7. Data sources to measure accomplishment a. Records of meetings to assess site asthma needs, records of meetings to plan CAMP, draft outlines of plan, list of planners.	8. Primary person(s) responsible to gather data	9. Primary person(s) responsible for accomplishing objective
10. Activities in support of this objective	11. Primary person(s) responsible for accomplishing activity	12. Activity time line	
a. Pilot site coordinators and key stakeholders attend the Asthma-Friendly Schools Initiative (AFSI) Toolkit training.			

<p>b. Pilot site coordinators collaborate with key stakeholders to assess the asthma needs of the pilot schools (i.e., prevalence among students, asthma knowledge-level and awareness of individuals within the pilot school, number of students with asthma management plans and those who are following their plans).</p> <p>c. Using the information from the needs assessment, a CAMP implementation plan is drafted for each pilot site.</p> <p>d. Convene key stakeholders to refine the draft implementation plan at the pilot sites (i.e., school staff, parents, local/national health department, area medical personnel).</p>		
<p>4. Objective 2: By the midpoint of FY1, pilot sites will have initiated their CAMP implementation plan.</p>		
<p>5. Rationale for objective: The implementation of CAMP at the pilot sites is an initial step for pilot sites to educate their communities (schools and stakeholders) about asthma and its' impact on students and their learning.</p>		
<p>6. Measures of accomplishment</p> <p>a. One or more CAMP activities implemented.</p>	<p>7. Data sources to measure accomplishment</p> <p>a. Minutes, logs, observations, registrations, attendance rosters, or evaluation instruments completed.</p> <p>b. Comparison of activities</p>	<p>8. Primary person(s) responsible to gather data</p> <p>9. Primary person(s) responsible for accomplishing objective</p>

	implemented with the CAMP implementation plan		
10. Activities in support of this objective	11. Primary person(s) responsible for accomplishing activity	12. Activity time line	
<p>a. Distribute the CAMP implementation plan to key stakeholders and school staff at each pilot school.</p> <p>b. Pilot site coordinators train appropriate individuals among key stakeholders on their roles to support the implementation plan.</p> <p>c. Implement CAMP activities according to the plan’s specifications.</p>			
<p>4. Objective 3: By the end of FY1, the pilot site coordinator will have provided 12 CAMP trainings to students, 2 CAMP trainings to parents, one CAMP training to pilot school staff, and one data management training to school staff.</p>			
<p>5. Rationale for objective: These activities are important because they provide the appropriate guidance for correctly and effectively operating CAMP within the pilot school and they serve as the primary mechanism for disseminating information to key stakeholders within each pilot school.</p>			
6. Measures of accomplishment.	7. Data sources to measure accomplishment	8. Primary person(s) responsible to gather data	9. Primary person(s) responsible for accomplishing objective
<p>a. Number and type of CAMP trainings provided by the pilot site coordinator.</p> <p>b. Number and characteristics of the participants at CAMP</p>	<p>a. Tracking logs.</p> <p>b. Attendance and registration logs for the trainings.</p>		

trainings			
10. Activities in support of this objective	11. Primary person(s) responsible for accomplishing activity	12. Activity time line	
a. Generate a list of the appropriate audiences among the key stakeholders that should receive the CAMP training. b. Invite the key stakeholders to CAMP training. c. Conduct CAMP trainings.			
4. Objective 4: By the end of FY1, increase by at least 50% the number of students at pilot schools (diagnosed with asthma) who have asthma management plans.			
5. Rationale for objective: Educational and health outcomes for students diagnosed with asthma are better when schools work with the parents, families, and other key stakeholders to develop and maintain current asthma management plans.			
6. Measures of accomplishment a. Record of the number of students diagnosed with asthma in pilot schools. b. Record of the number of students diagnosed with asthma in pilot schools that have asthma management plans.	7. Data sources to measure accomplishment a. Student medical records. b. Student medical records.	8. Primary person(s) responsible to gather data	9. Primary person(s) responsible for accomplishing objective
10. Activities in support of this objective	11. Primary person(s) responsible for accomplishing activity	12. Activity time line	
a. Review student medical records to			

<p>determine who and how many students have been diagnosed with asthma.</p> <p>b. Assess if the students diagnosed with asthma have asthma management plans on file.</p> <p>c. Determine the number of students diagnosed with asthma that still need asthma management plans.</p> <p>d. Establish asthma management plans for those students diagnosed with asthma who do not have asthma management plans.</p>		
<p>4. Objective 5: By the end of FY1, increase by at least 50% the number of students (diagnosed with asthma) in pilot schools who properly use asthma management tools.</p>		
<p>5. Rationale for objective: For asthma management tools to be successful and positively affect the educational and health outcomes of youth diagnosed with asthma, they must be used properly.</p>		
<p>6. Measures of accomplishment</p> <p>a. Students diagnosed with asthma in pilot schools receive asthma management tools training.</p> <p>b. Asthma management tools education presentations provided to key stakeholders.</p>	<p>7. Data sources to measure accomplishment</p> <p>a. Student medical records; training attendance logs; numbers and characteristics of students attending trainings; and pre/post tool use assessment</p> <p>b. Record of presentations given to key stakeholders; list</p>	<p>8. Primary person(s) responsible to gather data</p>
<p>9. Primary person(s) responsible for accomplishing objective</p>		

	of key stakeholders; sign up sheets; attendance logs; numbers and characteristics of trainees; and pre/post tests.		
10. Activities in support of this objective	11. Primary person(s) responsible for accomplishing activity	12. Activity time line	
<p>a. Determine if students diagnosed with asthma know how to use asthma management tools (pre-test).</p> <p>b. Schedule seminars and other mechanisms to deliver asthma management tools training to students and key stakeholders</p> <p>c. Train students and key stakeholders on how to use the tools to manage students' asthma</p> <p>d. Administer evaluation tools as part of the training (post-test for students diagnosed with asthma)</p>			
<p>4. Objective 6: By the mid-point of FY1, the pilot site coordinator will have implemented components of the AFSI Toolkit into their asthma-related activities at pilot schools.</p>			
<p>5. Rationale for objective: For the AFSI initiative to have an impact on the students within the fiscal year, programs will need to have implemented some components of the AFSI Toolkit by mid-point of the fiscal year.</p>			
6. Measures of accomplishment	7. Data sources to measure accomplishment	8. Primary person(s) responsible to gather data	9. Primary person(s) responsible for accomplishing

a. Number of AFSI activities planned.	a. AFSI implementation plan.		objective
b. Number of AFSI activities completed.	b. Record of AFSI activities performed.		
10. Activities in support of this objective	11. Primary person(s) responsible for accomplishing activity	12. Activity time line	
a. Pilot site coordinator initiates a meeting with key stakeholders at the pilot school to select content from the AFSI Toolkit that applies to the issues, resources, and needs of the pilot school. b. The planning team with key members of the stakeholders prioritize the plan activities. c. These activities are then mapped into a CAMP implementation plan. d. Execute the CAMP implementation plan. e. Collect evaluation data according to the CAMP evaluation plan per detailed timeline.			
3. Goal II: Create asthma-friendly environments at the pilot schools by participating in CAMP evaluation activities.			
4. Objective 1:			

By the end of the first quarter for FY1, the pilot site will have developed a CAMP evaluation plan.			
<p>5. Rationale for objective: The CAMP evaluation plan will set the framework for all evaluation activities throughout the course of implementing the CAMP plan at each school. Each pilot school will construct a plan that meets the priorities and services outlined in their CAMP implementation plan.</p>			
<p>6. Measures of accomplishment</p> <p>a. CAMP evaluation plan is developed.</p> <p>b. CAMP evaluation plan is distributed to key stakeholders.</p>	<p>7. Data sources to measure accomplishment</p> <p>a. Completed CAMP evaluation plan.</p> <p>b. Key stakeholders list; distribution logs; and mailing lists.</p>	<p>8. Primary person(s) responsible to gather data</p>	<p>9. Primary person(s) responsible for accomplishing objective</p>
10. Activities in support of this objective	11. Primary person(s) responsible for accomplishing activity		12. Activity time line
<p>a. Identify and invite key holders to be on evaluation plan development committee.</p> <p>b. Schedule evaluation plan development meeting.</p> <p>c. Draft and refine evaluation plan.</p> <p>d. Develop list of key stakeholders to whom the CAMP evaluation plan will be distributed.</p> <p>e. Develop mailing list or methods of distribution.</p>			

f. Disseminate the evaluation plan to the primary contacts with instructions for use.			
4. Objective 2: Each quarter, each pilot site coordinator will collect CAMP evaluation data and submit them to the National ALA office.			
5. Rationale for objective: Quarterly submissions of evaluation data are needed to evaluate the nature and effectiveness of CAMP activities across the entire sample of pilot sites and within each particular school.			
6. Measures of accomplishment a. Dates/times of pilot site database submission to the National ALA office.	7. Data sources to measure accomplishment a. Pilot site database sent to National ALA office.	8. Primary person(s) responsible to gather data	9. Primary person(s) responsible for accomplishing objective
10. Activities in support of this objective a. Pilot site coordinator compiles the CAMP evaluation data collected from pilot schools. b. Pilot site coordinator submits CAMP evaluation data to National ALA office every quarter per CAMP implementation plan.	11. Primary person(s) responsible for accomplishing activity	12. Activity time line	
4. Objective 3: By the end of FY1, each pilot site coordinator will disseminate three quarterly and one annual evaluation report to appropriate audiences among key stakeholders.			
5. Rationale for objective: To ensure that school districts and communities are implementing appropriate asthma programs for their students and community, dissemination of the CAMP evaluation data back to the schools and key stakeholders is of great importance.			
6. Measures of accomplishment	7. Data sources to measure accomplishment	8. Primary person(s) responsible to gather data	9. Primary person(s) responsible for accomplishing

a. Three quarterly and one annual report are distributed to key stakeholders.	a. Report distribution logs: number of reports distributed; number of recipients; characteristics of recipients; and dates reports are distributed		objective
10. Activities in support of this objective	11. Primary person(s) responsible for accomplishing activity	12. Activity time line	
a. Trainings/meetings organized to distribute reports. b. Compile mailing list/invitation list for stakeholders who will receive reports. c. Disseminate reports.			

Work Plan Instructions

1. **SEA, LEA, TEA:** the state, city, or territory in which your project takes place.
2. **Priority:** the priority under which your work is funded (e.g. HIV, CSHP, asthma, food safety, YRBS).
3. **Goal I:** a broad statement of program purpose which describes the expected long-term effects of a program. Goals should address the program's effect in reducing a health problem (e.g. HIV, obesity, tobacco-use prevention), and identify the target population to be affected (e.g. middle school students, school districts, health education teachers).
4. **Objective 1:** a statement describing the results to be achieved and the manner in which these results will be achieved. Objectives should be **SMART**, that is, **Specific**, **Measurable**, **Achievable**, **Realistic**, and **Time-phased**. **Specific** objectives include *who* will be targeted and *what* will be accomplished; **measurable** objectives include *how much* change is expected specifically enough that achievement of the objective can be measured through counting or through documenting change or completion; **achievable** objectives can be realistically accomplished given existing resources and constraints; **realistic** objectives address the scope of the problem and reasonable programmatic steps; and **time-phased** objectives provide a time line indicating when the objective will be measured or a time by which the objective will be met.
5. **Rationale for the objective:** why you think the objective will contribute to accomplishing the goal. You may refer to a logic model that shows the objective leading to the desired outcomes or you may provide context that shows why this objective is necessary given your program's resources or constraints.
6. **Measures of accomplishment:** these are the quantifiable criteria that describe how you know if you succeeded in accomplishing an objective. Measures might include target numbers (e.g. 100 middle school health education teachers trained) or they might include quantifiable changes (such as middle school teachers having increased confidence in teaching a health education curriculum after attending a professional development event) or completion of an activity. To the extent possible, measures of accomplishment should be aligned with the *School Health Program Indicators*.
7. **Data sources to measure accomplishment:** data sources might include rosters, phone logs, agendas, surveys, observations, interviews, or focus groups. The data sources are used to assess whether an objective has been achieved and a summary of the data are reported to DASH. The data sources themselves are not provided to CDC. (You do not need to provide meeting rosters from an advisory meeting of school principals, for example. Data sources should be kept, however, and should be available on the request of your project officer during site visits, for example.) Data sources should be summarized to report

complete, partial, or unmet objectives in progress reports (only 20, not 40 people attended meetings; participants were school principals as intended, not other school staff; and the intended outcomes of the meetings were achieved).

8. **Primary person(s) responsible to gather data:** who is most responsible to gather and report on the data that measure whether objectives have been accomplished.
9. **Primary person(s) responsible for accomplishing objective:** who is most responsible to accomplish the objective.
10. **Activities in support of this objective:** describe anticipated events that take place as part of a program in support of the objective. Although we include only four activities in the work plan format for each objective, you should list all activities for each objective.
11. **Primary person(s) responsible for accomplishing activity:** who is most responsible to accomplish programmatic activities in support of the objective.
12. **Activity time line:** when you anticipate completing each activity.